

## Stafford County School Board Flexible Benefits Plan

I would like to change my election to Pre-Tax Benefits because of the following changes in family circumstances. (Check one):

- ☐ Marriage
- ☐ Divorce
- ☐ Death of a spouse
- ☐ Death of a child
- ☐ Birth of a child
- ☐ Employment of spouse
- ☐ Termination of spouse's employment
- ☐ Change of employment for me or my spouse from full-time to part-time, or vice versa, which affects benefit eligibility
- ☐ Significant change in my or my spouse's coverage "attributable to" my spouse's employment
- ☐ Child or other relative no longer dependent for tax purposes
- ☐ Child's age exceeds insurance coverage age limit

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Received On: \_\_\_\_\_ Received By: \_\_\_\_\_

*The IRS establishes the guidelines associated with making benefit changes outside of an annual open enrollment period. Appropriate documentation is required to process any of the above "qualifying events" and will be attached to this form upon receipt. Benefit changes outside of open enrollment must be made within 30 days of the date of the "qualifying event." For details on the documentation needed for these changes, please contact the Payroll and Benefits Department of Stafford County Public Schools at (540)-658-6000.*